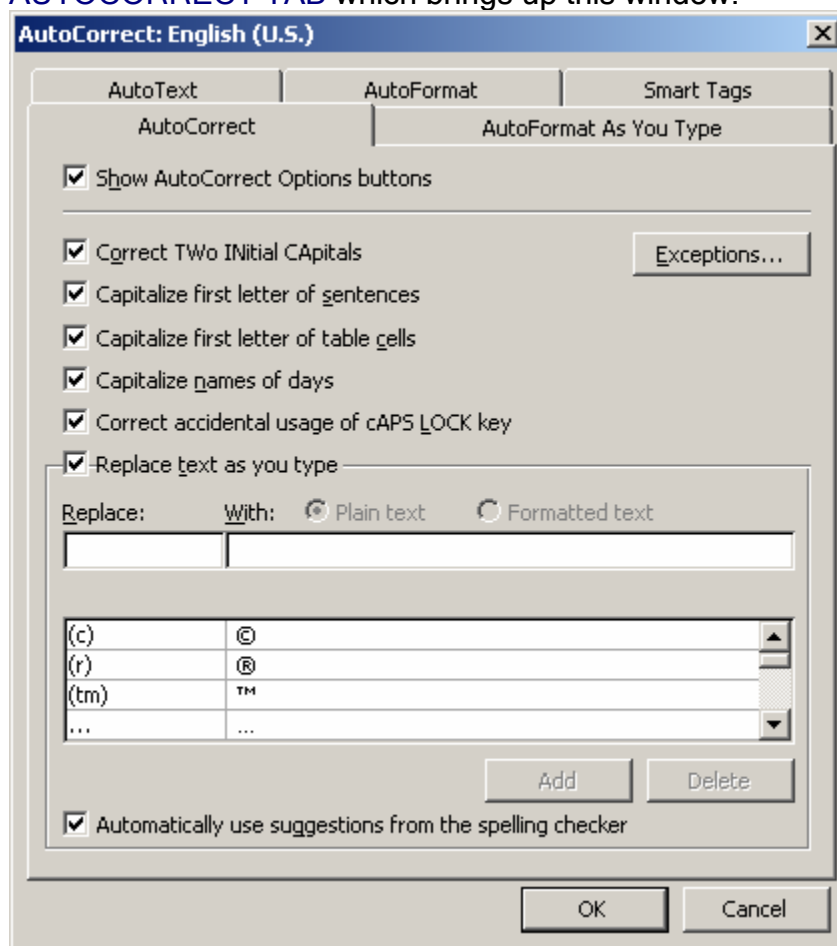


Lisa fills out the claim form for her department. She doesn't like typing in the same account number over and over again each claim run. How can Lisa shortcut this so she can reduce the amount of typing?

The steps:

Word has an autocorrect function that allows you to store words, sentences, or phrases and use a shorter word or combination of letters to represent this word or sentence. You can tell it to store and when you type the shortened word and hit enter, Microsoft Word will insert the stored sentence. i.e.

The utility account is always 001-0001-411.25. Lisa would like to type UA and have the account number inserted in her document automatically. To store this she needs to open Word and go to **TOOLS>AUTOCORRECT** and click on the **AUTOCORRECT TAB** which brings up this window.

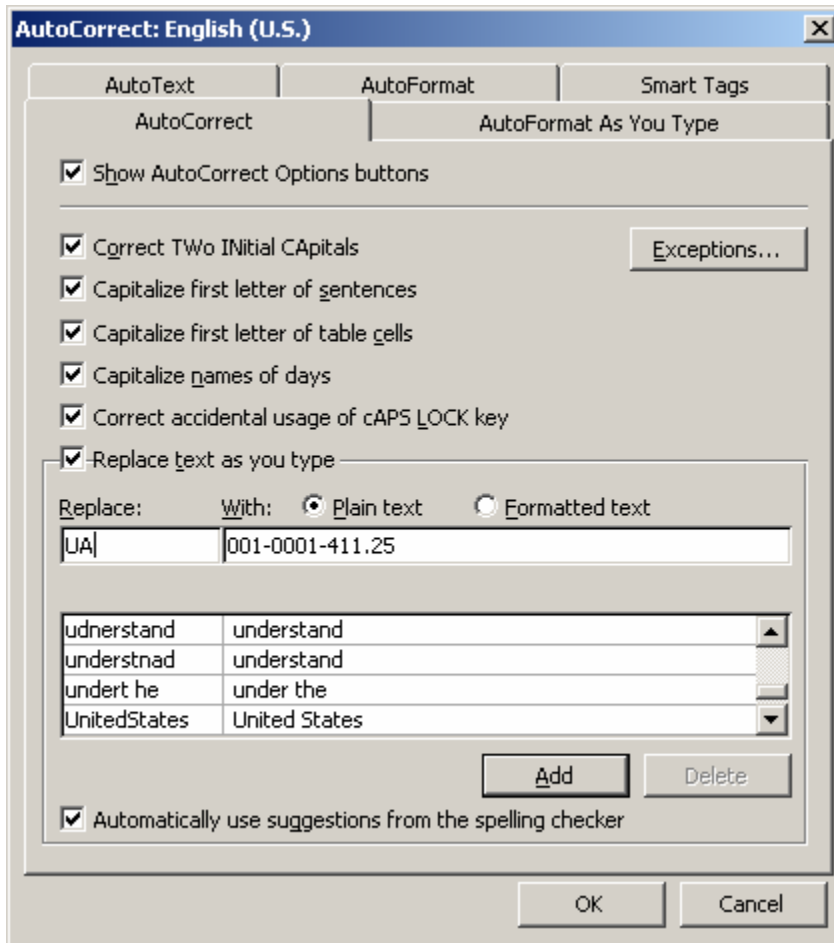


In The **REPLACE** box Lisa will type **UA**.

In the **WITH** box Lisa will type in the account number exactly as she normally types it.

**\*note\*** you can also copy and paste in this box. If you are typing something you want to add to your Autocorrect simply highlight it and open autocorrect and it will

automatically be pasted in the WITH box for you. Then you just need to add the shortcut word. This is helpful for very long sentences.



Now click **ADD**

Close the window and test it out. Type UA then hit the enter key.

The next time Lisa wants to add the account number she can simply type in UA (short for Utility Account) and hit the Enter key. The account number will be automatically inserted for her at the cursor point. Lisa can repeat this process for all of the phrases or sentences she types repeatedly. After adding this initially it can greatly reduce the amount of time spent typing the same information over and over again.